



# MONTGOMERY VILLAGE FOUNDATION, INC.

10120 APPLE RIDGE ROAD  
MONTGOMERY VILLAGE, MARYLAND 20886-1000

(301) 948-0110 FAX (301) 990-7071 [www.montgomeryvillage.com](http://www.montgomeryvillage.com)

September 6, 2018

## MEMORANDUM

TO: MVF Nominating Committee

FROM: Mike Conroy, Assistant Executive Vice President

SUBJECT: Meeting Announcement

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The next meeting of the MVF Nominating Committee will be held on **Thursday, Sept. 13 at 7 p.m. at the MVF Office, 10120 Apple Ridge Road.** Please enter the building through the front door.

If you have any questions, or if you will be unable to attend, please contact me prior to the meeting at 240-243-2331 or [mconroy@mvf.org](mailto:mconroy@mvf.org).



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## Nominating Committee Meeting

September 13, 2018

7 p.m.

MVF Office

## Agenda

### Residents Time

1. Call to Order
2. Chair's Remarks
3. Approve Minutes of February 8, 2018 meeting (Attachment 1)
4. Note Nominating Committee Guidelines (Attachment 2)
  - Discuss procedures for obtaining required number of candidates to fill slate if not enough applications are received by the prescribed deadline
5. Review Guidelines for Applicants (Attachment 3)
6. Review application packet including: application, candidacy statement section and questions for the Village News. (Attachment 4)
7. Review Call for Candidates (Attachment 5)
8. Note Draft 2018-19 Election Calendar (Attachment 6)
9. Discuss format for January informational meeting with applicants (Attachment 7)
10. Review letter to applicant (Attachment 8)
11. Review application materials for MVF BOD Student Representative position (Attachment 9)
  - Guidelines for Applicants
  - Introductory Letter
  - Application
12. Confirm **January 15 or 16, 2019** as next meeting date

**MINUTES OF MEETING**  
**MONTGOMERY VILLAGE FOUNDATION**

**MVF Nominating Committee**

**February 8, 2018**

A regular meeting for the Montgomery Village Foundation Nominating Committee was held at 7:00 p.m. on Thursday, February 8, 2018 at the MVF Administrative Center, Montgomery Village, Maryland.

**Members Present**

Susan Dunton  
Mohammad Siddique

**Members Absent**

Jim Marsh, Chairperson  
Jeff McCloskey  
Ben Davis

**Others Present**

Mike Conroy, MVF Assistant Executive Vice President  
Cynthia Bangali, Recording Secretary

**Residents' Time**

No comments were made.

**Call to Order**

Mr. Conroy called the meeting to order at 7:07 p.m.

**Approve Minutes of Previous Meeting**

**Ms. Dutton moved to approve the minutes of the January 10, 2018 meeting as presented. The motion was seconded and passed.**

**Review Student Representative Applications**

Mr. Conroy provided an update to the committee on the applicants who had applied. He noted that candidate #1 hadn't submitted their transcript with their application and that candidate #4 did not live in Montgomery Village. Mr. Conroy reviewed the application requirements and noted that #4 would be automatically disqualified. Mr. Siddique noted that the candidates were

not present to interview them. Mr. Conroy emphasized that the two candidates that are recommended by the committee will be interviewed by the MVF Board.

The committee reviewed and discussed the application materials. They observed that candidate #1 had not followed the instructions when they left out their transcripts. While it was noted that the candidates under consideration had impressive experiences and accomplishments, #2 and #3 had done some level of work in the Montgomery Village community. There was consensus to move candidates #2 and #3 forward to the MVF Board for consideration.

**Ms. Siddique motioned to move candidates #2 and #3 forward to the MVF Board for consideration of the student representative position.**

### **Adjournment**

**Mr. Siddique moved to adjourn the meeting at 7:20 pm. The motion was seconded and passed unanimously.**

There being no further business, the meeting was adjourned at 7:20 pm.

\_\_\_\_\_/s/\_\_\_\_\_  
Cynthia Bangali  
Recording Secretary

Approved: \_\_\_\_\_

## MONTGOMERY VILLAGE FOUNDATION, INC.

### NOMINATING COMMITTEE GUIDELINES

The Nominating Committee is a standing committee of the Montgomery Village Foundation with the duties and functions described in Article VIII, Section 2 (below).

**PURPOSE:** Pursuant to the Montgomery Village Foundation, Inc. By-Laws, Article VIII: "Section 1. Nomination for election to the Board of Directors shall be made by a Nominating Committee which shall be one of the standing committees of the Foundation. The Nominating Committee shall consist of a chairperson, who shall be a member of the Board of Directors, and two (2) or more Members of the Foundation. The members of the Nominating Committee shall be appointed by the Board of Directors at least sixty (60) days prior to the annual meeting of the Members to serve until their successors are appointed.

Section 2. The "Nominating Committee may make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled and such nominations may be made from among Members of the Foundation or residents of Montgomery Village.

**STANDARDS OF CONDUCT:** Each committee member shall listen carefully to and respect the opinions of fellow committee members, refraining from negative or belligerent comments; participate actively in committee meetings; keep well informed of developments relevant to issues that may come before the committee; and respect and uphold the majority decisions of the committee.

#### MEETINGS:

1. The Nominating Committee meets three times a year.
2. All meetings are open to the public.
3. Each Committee meeting will begin with a "Residents' Time" to hear and consider suggestions from Foundation members and Village residents concerning Foundation responsibilities, facilities, and/or activities within the Committee's purview.
4. The Committee Chair is authorized to conduct meetings, and meetings will generally follow Robert's Rules of Order, applied informally and flexibly by the Chair, unless in the judgment of the Chair, a more formal application of Robert's Rules is necessary to provide additional clarity and order to ensure completion of the Committee's business.
5. Decisions or recommendations of the Committee are approved by a simple majority vote of members present and voting (voting by proxy is prohibited). Minutes of the meetings should include the participation, agenda items, motions/resolutions/recommendations, and Committee votes.

#### MEMBERSHIP QUALIFICATIONS:

1. The Nominating Committee shall consist of a chairperson, who shall be a member of the Board of Directors, and two (2) or more Members of the Foundation.
2. A member of the Nominating Committee may not be a candidate for the Board of Directors.
3. Membership of Election and Nominating Committees shall be mutually exclusive: the same people cannot serve on both Election Committee and Nominating Committee.
4. Volunteers for the Nominating Committee should have a background that includes participation in community affairs.
5. The Board shall consider the goals of broadest possible participation and diversity of committee membership among the factors to be weighed when appointing committee

members.

6. Applicants should be Montgomery Village property owners or residents in good standing (current in assessments and no architectural violations).
7. A Committee member who is absent from two of the regularly scheduled Committee meetings in a 12 month period, beginning April 1 of each year, may be removed from the Committee. The Board may waive the resignation for illness, emergency, or other good cause provided that the member and the Chairperson each submit a written explanation as to why the member in question should remain on the committee.

#### **COMMITTEE CHAIR:**

As established in Article VIII, Section 1 of the MVF By-Laws, the Nominating Committee Chair is to be a member of the MVF Board of Directors. Responsibilities include:

1. Confer with Staff Liaison to prepare the meeting agenda.
2. Communicate the Board intent when issues are referred to the committee for action/review.
3. Communicate the committee intent when recommendations/requests are forwarded to the Board for action.
4. Provide the Board with feedback on Committee performance.
5. Provide leadership by acting as a facilitator to keep discussions on track, managing differences of opinion and ensuring that the discussion remains on topic, productive and professional.

#### **STAFF LIAISON:**

The Director of Communications (MVF Corporate Secretary) shall serve as Staff Liaison to the Nominating Committee.

1. Confer with the Committee Chair to prepare the meeting agenda.
2. Provide technical assistance and coordinate administrative support, including preparation of supporting committee packets.

#### **GENERAL RESPONSIBILITIES:**

MVF shall welcome and consider all applicants for the Board of Directors of MVF interested in sharing their skills, views and energies by participating in Village governance. The Nominating Committee shall encourage representation of minorities and women for the Board of Directors of MVF in order to mirror the diversity of the Montgomery Village community.

1. The Committee shall prepare Guidelines for Applicants, to be approved by the Board of Directors, and a Call for Candidates to be published in the "Village News" according to the election calendar.
2. The Committee shall review all applications received by the close of nominations.
3. Consistent with the goals of broadest possible participation and diversity of Board membership, the Committee shall consider applicants based on a number of factors including, but not limited to:
  - status as a Member of the Foundation or resident in Montgomery Village;
  - membership in good standing (current in all assessments, including the Capital Contribution Fee, through December 31 of the year prior to the election and paid by the close of nominations and not in sustained violation\* of any MVF architectural standards or rules).
  - age (a Board member must be at least 18 years old at the beginning of his/her first term);
4. The Committee shall make as many nominations as the committee shall in its discretion determine, but no less than the number of vacancies that are to be filled. The

Slate of Nominees is to be reported to the Board of Directors according to the election calendar. The Committee minutes shall serve as a record setting forth the reason for refusal of any applicant who is not included on the slate.

5. The Committee shall obtain written consent from any prospective candidate whose name is put forth by another person.
6. The Committee shall review applications for the MVF Board Student Representative Position and make a recommendation to the MVF Board of no more than three (3) candidates for final selection.

Approved by MVF Board of Directors - October 26, 1978

Reaffirmed - August 25, 1983

Revised and Approved by MVF Board of Directors - 1984, 1985, 1989

Reaffirmed - 1990, 1991

Revised and Approved by MVF Board of Directors - September 24, 1992

Reaffirmed - September 30, 1993

Revised and Approved by MVF Board of Directors - September 22, 1994

Reaffirmed - September 28, 1995

Revised and Approved by MVF Board of Directors - 1996, 1997

Re-formatted per MVF Board standard - August 28, 1998

Revised and Approved by MVF Board of Directors - September 24, 1998

Reaffirmed - September 23, 1999, September 28, 2000, September 27, 2001, September 25, 2003

Revised and Approved by MVF Board of Directors – September 23, 2004

Revised and Approved by MVF Board of Directors – September 22, 2005

Reaffirmed by the MVF Board of Directors – 9/26/06, 9/27/07, 9/25/08, 9/24/09, 9/23/10, 9/22/11, 10/25/12

Revised and Approved by MVF Board of Directors – September 26, 2013

Revised and approved by MVF Board of Directors – August 28, 2014

Revised and approved by MVF Board of Directors – December 3, 2015

Revised and approved by MVF Board of Directors – September 28, 2017

**2019 GUIDELINES FOR APPLICANTS  
SEEKING NOMINATION TO THE MONTGOMERY VILLAGE FOUNDATION, INC.  
BOARD OF DIRECTORS**

These guidelines specify requirements for applicants seeking nomination to the Montgomery Village Foundation Board of Directors and instructions regarding application procedures and dates important to the process. Submission of an Application for Candidacy indicates that the applicant is expressing an interest in serving the community and provides documentation of their qualifications.

The Montgomery Village Foundation is a non-profit, mandatory membership association incorporated for the purpose of managing the planned community of Montgomery Village to promote the health, safety and welfare of Village residents as described and defined in the Declaration of Covenants. Membership is limited to the owners of residential property within the Montgomery Village town sector zone. The primary duties of the Member-elected Board are enforcement of covenants, collection of assessments and maintenance of common property.

Consistent with the community's governing documents, the privilege of serving on the MVF Board of Directors is extended to both Members in good standing and non-Member residents of Montgomery Village who have no architectural or covenant violations on record for which he/she has control.

Qualifications for Nomination:

Consistent with the goals of broadest possible participation and diversity of Board membership, the Nominating Committee shall consider applicants based on a number of factors including, but not limited to, the following:

1. Residency/Membership - Resident of Montgomery Village or a non-resident Member of the Montgomery Village Foundation.
2. Good standing - current in MVF assessments, including the Capital Contribution Fee, through December 31 of the year prior to the election and paid prior to the Nominating Committee meeting date to select candidates and not on record with MVF as having a sustained violation of any architectural standard or rule. Definitions of "good standing" and "sustained violation" are included at the end of this document.
3. Previous participation in Village affairs, e.g., volunteer work such as serving as a member of the Foundation/Homes Corporation/Condominium Association committees or boards.
4. Previous participation in community affairs other than Montgomery Village, e.g., PTSA, sports associations, community service associations, board or committee positions in other communities.
5. Other qualifications which would assist in the management of a community association, such as academic, professional or practical experience/awards in such areas as finance, engineering, administration, or law.
6. Age – Board members must be at least 18 years of age at the beginning of their term which begins on **Thursday, March 28, 2019**.

Guidelines for Application:

1. To be considered for nomination, completed and signed applications must be received at the MVF Office by 5 p.m. sharp, **Friday, January 11, 2019**. *No exceptions*. An application may be obtained at the MVF office during regular business hours or on the MVF website, by phone, FAX, or e-mail as listed below:

Phone: 240-243-2331

FAX: (301) 990-7071

ATTN: MVF Board application

e-mail: mconroy@mvf.org

SUBJECT: MVF Board application

Applications for Candidacy may be returned to MVF via hand-delivery; mailed to MVF Nominating Committee, c/o Montgomery Village Foundation, Inc., 10120 Apple Ridge Road, Montgomery Village, MD 20886; FAX or e-mail, at the number or address listed above.

*For applicants returning forms via FAX or e-mail:* MVF assumes no responsibility for transmission errors, reception errors or equipment failures. The Nominating Committee will not consider FAXed or e-mailed applications which are incomplete, illegible or not received by the deadline. It is the applicant's responsibility alone to ensure that the FAXed or e-mailed application was received in a complete and legible form. If an application is FAXed or e-mailed, the signed original copy must be received at the MVF office by 5 p.m. of the 3rd business day following the deadline for applications or the application will not be considered.

2. Applicant for Candidacy statements must comply with word limits defined for each section. Statements which exceed the word limit will be terminated at the point the word limit is reached, as counted by the word processing software at MVF.
3. The applicant is responsible to verify status regarding assessments, including any late fees or penalties, or rule violations.
4. Applicants are expected to comply with the Standards of Conduct for MVF Board members.

### Important Dates and Meetings

1. Applicants will receive an Election Calendar which provides a complete list of meetings and events. All meetings are open to residents and applicants are invited to attend.
2. Applicants are asked to attend a brief meeting with the Nominating Committee on **Tuesday, Jan. 15 (or Wednesday, Jan. 16), 2019**, beginning at 7 p.m. in the MVF Office, 10120 Apple Ridge Road. The purpose of the meeting is to explain the role of the MVF Directors, the operations of Montgomery Village Foundation, the election process and to facilitate discussion and questions on the part of either the Nominating Committee or the applicants.
3. The Nominating Committee will consider applications and develop a slate of candidates at its **January 15 (or 16), 2019** meeting. The slate of candidates will be presented to the MVF Board at its meeting on **January 24, 2019**.
4. Once nominated, it is the candidate's responsibility to arrange with the MVF Communications Department to have a photograph taken for publication. Arrangements can be made by calling 240-243-2331. Photographs must be taken no later than **January 31, 2019**.
5. Candidates will be asked to participate in two "Meet the Candidates" events scheduled for Thursday, **January 24** and **February 28** at the North Creek Community Center, as well as a Candidates' Forum on **Tuesday, January 29** at the North Creek Community Center, all beginning at 7 p.m. In the event of a weather emergency, "Meet the Candidates" events will not be re-scheduled. The snow date for the Forum is **Thursday, January 31, 2019**. Candidates must be present to participate; proxy statements will not be allowed.
6. If elected, candidates must participate in a Montgomery County Commission on Common Ownership Communities (CCOC)-approved board member training class, to be scheduled and completed within 90 days of the start of their term on **March 28, 2019**.

Approved by MVF Board of Directors - October 25, 1984.

Revised and Approved by MVF Board of Directors - October 24, 1985.

Approved by MVF Board of Directors - 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992.

Revised and Approved by MVF Board of Directors - 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018

## **Montgomery Village Foundation Definition of Good Standing and Sustained Violation**

Purpose: The purpose of the Definition of Good Standing is to define the term “good standing” in a manner consistent with the MVF’s governing documents for use in determining eligibility for service on the MVF Board and on its committees.

Definition:

**A Member** (i.e., residential property owner) in good standing is one who is:

- Current in all MVF and homes corporation/condominium association assessments (including the Capital Contribution Fee); and
- Has no sustained violation of any architectural standard or rule.

**A resident** (i.e., one who lives in Montgomery Village but does not own residential property) is in good standing when:

- The resident has no violations on record for which he/she has control.

**\*A sustained violation is defined as follows:**

MVF Architectural Standards - following initial notification, a sustained violation exists until such time as it is verified as corrected if the property owner does not take one of the following actions within the time frames indicated below:

- Correct the violation by the original “correct by” date (generally a first period of 30 days);
- Submit a property improvement request to the Architectural Review Board (ARB) by the date specified in the violation notice and carry out any actions subsequently required by the ARB within the time allotted;
- Request in writing prior to the expiration of the first “correct by” date and be granted an extension of generally not more than 90 days and complete the correction within the time period of the extension; or
- File an appeal to the MVF Executive Committee within the time period designated in the letter notifying the property owner of his/her right to appeal and, if the appeal is denied, correct the violation by the date specified in the denial of the appeal.

Poplar Spring Private Property Maintenance Standards - following initial notification, a sustained violation exists until such time as it is verified as corrected, if the property owner does not take one of the actions indicated below:

- Correct the violation by the first “correct by” date (generally 30 days);
- Request in writing prior to the expiration of the first “correct by” date and be granted an extension of not more than 90 days and complete the correction within the time period of the extension; or
- Request a hearing before the MVF Executive Committee prior to the expiration of the first “correct by” period and, if the appeal is denied, correct the violation by the date specified in the denial of the appeal.

Approved by MVF Board of Directors - October 25, 1984

Revised and Approved by MVF Board of Directors - October 24, 1985

Approved by MVF Board of Directors - 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992.

Revised and Approved by MVF Board of Directors - 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003

Revised and Approved by MVF Board of Directors - December 4, 2003

Revised and Approved by MVF Board of Directors - October 28, 2004

Reaffirmed by MVF Board of Directors – September 22, 2005

Revised and Approved by MVF Board of Directors – September 27, 2007

Revised and Approved by MVF Board of Directors – September 25, 2008. 9/22/2009, 9/24/2010, 9/22/2011, 9/26/2013,

Reaffirmed by MVF Board of Directors – 10/23/14, 9/24/15, 9/22/16, 9/28/2017,

## 2019 MVF Board of Directors Election Application for Candidacy

To be considered for appointment, please complete and sign this application and return it no later than **5 p.m., Friday, January 11, 2019** to the MVF office at 10120 Apple Ridge Road. Applications may be FAXed to (301) 990-7071 or e-mailed to [mconroy@mvf.org](mailto:mconroy@mvf.org). For complete details on FAXing and e-mailing, refer to the *Guidelines for Applicants*. This application is the main source of information that will be reviewed by the Nominating Committee.

Sections A and B will be used for the Informational Matrix published in the *Village News* prior to the election. Sections A, B and C will comprise the Ballot Summary Statement that is mailed to all Members along with the MVF ballot. Section D will be published in the Election Edition of the *Village News*. MVF reserves the right to limit information published in the matrix based on the space available.

### Prioritize and present information in bullet form

#### Section A – Biographical Information

Name:

Current Address:

Village Community (Homes Corporation/Condominium/Apartment):

Occupation:

Check one:  Resident Homeowner     Absentee Homeowner     Renter

Length of residency or absentee ownership: \_\_\_\_\_ years

#### Section B – Community Service

Responses to all three questions should be a total of 100 words or less. Please include dates of service. Note: Dates are considered part of the word count.

Example: 2000-2001 equals one (1) word.

1. Participation in Village affairs:
2. Participation in community affairs:
3. Other, including educational background, awards, etc.

#### Section C – Candidate's Summary Statement

Please provide a statement of 100 words or less about your candidacy.

**Section D – Questions for the *Village News***

**Cumulative** responses to all three questions must be kept to a total of 450 words. The answers in Section D will be published in the Election Edition of the *Village News*.

1. In your civic, professional or personal background, what experience do you feel qualifies you for a position on the Montgomery Village Foundation Board of Directors?
2. What do you consider as priority items to be addressed by the Montgomery Village Foundation Board of Directors?
3. What proposals do you have to assist in implementing your priority concerns?

I acknowledge that I am not in violation of any architectural standard or rule.

I do hereby attest that the information contained in this application is truthful to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## 2019 MVF Election

### MVF election: Call for Candidates

Do you have an interest in community affairs? Would you like to help your hometown flourish or help shape the future of our community? Then consider service to the community on the Montgomery Village Foundation (MVF) Board of Directors!

In March, three candidates will be elected by the members (homeowners) of MVF to serve three-year terms on the nine member Board of Directors. The Board meets on the fourth Thursday of the month at the North Creek Community Center. These meetings are open to all residents for their ideas, input and support.

The Montgomery Village Foundation provides overall governance to the Village. It interacts with government agencies and oversees proposals for development or legislation affecting the Village. The MVF has two major responsibilities as outlined in its legal documents. First, the MVF has responsibility for management and maintenance of MVF owned properties. These include MVF's recreational areas and facilities such as parks, lakes, ponds, tennis courts and community centers. Second, the MVF, through the Architectural Review Board, provides guidelines and restrictions on architectural changes with the objective of helping to maintain Village property values.

### Who can run for the Board?

All interested applicants who are owners or residents of residential property in Montgomery Village are welcome to apply. MVF urges residents to share their skills, views and energies by participating in Village governance. The Nominating Committee reviews all applications for nomination and considers applicants based on a number of factors including, but not limited to the following:

- Status as residential property owner or resident
- Length of residency in Montgomery Village
- Previous participation in community affairs
- Academic, professional, or practical experience in such areas as finance, engineering, administration or law, which would assist in the management of a community association
- Must be in good standing with MVF and not in sustained violation of any MVF architectural standard or rule, and current in assessments.
- 18 years of age or above

### How do I run for the MVF Board?

It's easy. Candidates do not need to run an expensive political campaign to serve the community. Space is set aside in the *Village News* for candidate statements, along with photos, so Villagers can get to know the candidates and their views. Also, the MVF Election Committee sponsors a Candidates' Forum and two "Meet the Candidates" events where candidates can talk with Villagers one-on-one about issues of importance. Applicants are provided equal opportunities through the *Village News*, the Meet the Candidates events, and specially prepared Candidate Statements which are forwarded to all Village homeowners with their ballots.

That's all there is to it! Let's hear from you!

You can find the application online at [www.montgomeryvillage.com](http://www.montgomeryvillage.com), or drop by the MVF Office, 10120 Apple Ridge Road, beginning **Friday, Nov. 2**, and pick up an application form and instructions. You can return your application online, by mail, fax or e-mail, or bring it back to the MVF Office for forwarding to the MVF Nominating Committee. Nominations close at 5 p.m. on **Friday, Jan. 11, 2019**.

## MVF Election Calendar 2018-2019

9/12/18 Wednesday	<b>Election Cmt. Meeting</b>	Review committee procedures Review election and voting procedures Review validation process Review Election Committee Guidelines Plan forum
9/13/18 Thursday	<b>Nominating Committee Mtg.</b>	Review committee procedures Review Guidelines for Applicant and application packet Review VN "Call for Candidates" Review Nominating Committee Guidelines
9/27/18 Thursday	<b>Board Meeting</b>	Approve election calendar Discuss candidate questions for VN Approve Guidelines for Applicants Approve Election calendar Approve Election and Voting Procedures
11/2/18 Friday	<b>Village News</b>	First "Call for Candidates" Applications available online and at MVF office
12/7/18 Friday	<b>Village News</b>	Final "Call for Candidates"
1/11/19 Friday	<b>Village News</b>	Nominations close - 5 p.m.
1/15 or 1/16 Tues. or Wed.	<b>Nominating Committee Deadline - receipt of non-managed condo homeowner lists/multi-family requests for ballot</b>	Meet with applicants/Board members
1/24/19 Thursday	<b>Board Meeting</b>	"Meet the Candidates" event - 7 p.m. Receive slate of candidates Approve ballot format
1/29/19 Tuesday	<b>Candidates' Forum</b>	7 p.m. - North Creek CC
1/31/19 Tuesday	<b>Candidates' Forum Snow date</b>	7 p.m. North Creek CC
2/8/19 Friday	<b>Village News</b>	Pull-out Election section (matrix of info, questions,Candidates' Forum Transcript) Ballots mailed
2/28/19 Thursday	<b>Board meeting</b>	"Meet the Candidates" event - 7 p.m.
3/8/19 Friday	<b>Village News</b>	Reminder to return ballots
3/15/19 Friday	<b>MVF Office Election Cmt. Meeting 7 p.m.</b>	Balloting closes - 5 p.m. Validate ballots Review ballot counting procedures
3/16/19 Saturday	<b>Election Committee Ballot Count</b>	Count ballots and publish results online
3/28/19 Friday	<b>Board meeting</b>	Report from Election Committee Annual Meeting
4/5/19 Thursday	<b>Village News</b>	Publish election results Annual Meeting summary



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## Nominating Committee Meeting

January 15 (or 16), 2019

7:00 p.m.

MVF Office

### Agenda

1. Residents' Time
2. Chair's Remarks
3. Approve Minutes of September 13, 2018 meeting
4. Review applications



5. Conduct informational meeting with applicants – (ask each candidate to introduce himself/herself, make a brief statement and be prepared to answer questions of the committee members, if appropriate). Note: This questioning is not intended as a mini-Candidates' Forum, but merely to confirm the eligibility of the candidates.
6. Establish slate of candidates



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## **Nominating Committee Meeting Informational Meeting with Applicants**

**January 15 (or 16), 2019**

**7:30 p.m.**

**Training Room**

### **Agenda**

1. Welcome  
Benjamin Davis, Chair of Nominating Committee and MVF Board Member
2. Overview of the Montgomery Village Foundation
3. Role of a Board Member
4. Standards of Conduct
5. Review of Election Procedures
6. Questions and Answers
7. Adjourn



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(301) 948-0110 FAX (301) 990-7071 [www.montgomeryvillage.com](http://www.montgomeryvillage.com)

January XX, 2019

Dear MVF Board Applicant:

The MVF Nominating Committee has received your application for candidacy for the 2018 MVF Board of Directors election. Applications will be considered at the committee's meeting on Wednesday, **Jan. 15/16, 2019**, and a slate of candidates will be presented to the Board of Directors at the Thursday, Jan. 24 Board meeting. Please note the following dates on your calendar:

- **January 15/16** – The MVF Nominating Committee reminds you to attend the informal, informational meeting at **7 p.m.** at the MVF Office, 10120 Apple Ridge Road (the committee meeting itself begins at **7 p.m.** and is open to the public). The purpose of the meeting will be to share information about the role and responsibilities of a Board member and the election process. Following this discussion, in open meeting, the Nominating Committee will select a slate of candidates. If you will be unable to attend, please contact me at 240-243-2331 or [mconroy@mvf.org](mailto:mconroy@mvf.org).
- **January 29** – Candidates' Forum, 7 to 8:30 p.m. at the North Creek Community Center, 20125 Arrowhead Road. In the event of inclement weather, the Candidates' Forum will be rescheduled for **Thursday, January 31**.
- **January 24 and February 28** – "Meet the Candidates" events, 7 to 7:30 p.m. at the North Creek Community Center, 20125 Arrowhead Road. This is an informal opportunity for interested residents to meet individually with the candidates. Candidates are invited and encouraged to remain for the MVF Board of Directors meeting, beginning promptly at 7:30 p.m.

Also, please note that per a Montgomery County Law, effective January 1, 2016, if elected, candidates must participate in a Montgomery County Commission on Common Ownership Communities (CCOC)-approved board member training class, to be scheduled and completed within 90 days of the start of their term on **March 28, 2019**.

The committee looks forward to meeting with you on **Wednesday, Jan. 15/16**. Please feel free to call me at 240-243-2331, if you have any questions.

Sincerely,

Mike Conroy  
Assistant Executive Vice President

**2019 GUIDELINES FOR APPLICANTS  
SEEKING APPOINTMENT AS STUDENT REPRESENTATIVE TO THE  
MONTGOMERY VILLAGE FOUNDATION, INC.  
BOARD OF DIRECTORS**

These guidelines specify requirements for applicants seeking appointment to the Montgomery Village Foundation (MVF) Board of Directors as a non-voting Student Representative and instructions regarding application procedures and dates important to the process. Submission of an Application for Appointment indicates that the applicant is expressing an interest in serving the community and provides documentation of their qualifications.

The Montgomery Village Foundation is a non-profit, mandatory membership association incorporated for the purpose of managing the planned community of Montgomery Village to promote the health, safety and welfare of Village residents as described and defined in the Declaration of Covenants. The primary duties of the Member-elected Board include policy decisions regarding architectural standards; collection of assessments; maintenance of MVF-owned park property; communications activities; financial management of Village assets; and monitoring of government and other activity affecting quality of life of Montgomery Village residents.

**Qualifications for Nomination:**

Consistent with the goals of broadest possible participation and diversity of Board membership, the Nominating Committee shall consider applicants based on a number of factors including:

1. Montgomery Village resident student
  - open to all students—public, private, home-schooled—living in Montgomery Village
2. High School Junior
  - start halfway through Junior year, end in December of Senior year
3. Minimum 3.0 GPA
4. Interest in government/political science/organization management/business
  - Extra-curricular activities to reflect those interests (SGA, club leader, etc.)
5. Letter of Recommendation
6. Signed Permission from parent or guardian
7. Available for monthly Board meetings (March – December)
8. Available for annual Board retreat (May/June)
9. Available for Summer Internship (June – August)

**MVF Board Responsibilities:**

The Student Representative will be expected to:

- Attend monthly MVF Board meetings as a non-voting member (4<sup>th</sup> Thursday of each month, except November and December)
  - NOT attend Closed Sessions of the MVF Board
- Attend Annual MVF Board Retreat (usually held in late May or early June)
- Serve as Co-Board Liaison to one committee
- Be active in discussion to understand Board decisions
- Develop at least one actionable item/project with the MVF Board & present implementation plan

**Summer Internship Program:**

During the summer months, the Student Representative will be part of an internship program in the MVF Office to gain valuable job-related skills as well as understand more of the day-to-day processes of the organization. The Student Representative will be given the opportunity to work in each department, with oversight, and interact with staff on specific projects.

The internship begins one week after the last day of school for MCPS and will last through the end of August, spanning approximately 9 weeks, or as best determined by the Executive Vice President (EVP). Main oversight will come from the EVP and Assistant EVP. The Student Representative will be

compensated for the internship at minimum wage (representative will not be compensated for monthly Board meetings or other activities related to the program).

During their time in the MVF Office, the Student Representative is expected to participate in departmental functions and act as a member of the MVF staff, using their relevant and gained experience to maintain a high level of service to Village residents.

### **Program Deliverables:**

In addition to attending monthly meetings and the internship program, the Student Representative should contribute to or develop at least one actionable item/project with the MVF Board to work on during their term. Ideally, this project would benefit Village students, residents or schools; fulfill the needs of an underserved segment of Village residents; and/or demonstrate community involvement. Candidate will present an implementation plan for the initiative, which will be subject to MVF Board approval, pending staffing and budgetary impacts.

At the end of the Student Representative's term, he/she will be expected to write an article for the January *Village News* talking about their experience. This will serve as an end cap to their term, and inspire other high school Juniors to think how they can do the same by applying for the next available position.

### **Guidelines for Application:**

1. To be considered for nomination, completed and signed applications must be received at the MVF Office by 5 p.m. sharp, **February 1, 2019**. *No exceptions*. An application may be obtained from the high school counselor, at the MVF office during regular business hours or on the MVF website ([www.montgomeryvillage.com](http://www.montgomeryvillage.com)).

Applications may be returned to MVF via hand-delivery; mailed to MVF Nominating Committee, c/o Montgomery Village Foundation, Inc., 10120 Apple Ridge Road, Montgomery Village, MD 20886; faxed to 301-990-7071; or e-mailed to [mconroy@mvf.org](mailto:mconroy@mvf.org).

*For applicants returning forms via FAX or e-mail:* MVF assumes no responsibility for transmission errors, reception errors or equipment failures. The Nominating Committee will not consider FAXed or e-mailed applications that are incomplete, illegible or not received by the deadline. It is the applicant's responsibility alone to ensure that the e-mailed application is received in a complete and legible form. A signed original copy must be received at the MVF office by 5 p.m. of the third business day following the deadline for applications or the application will not be considered.

2. Applicants are expected to comply with the Standards of Conduct for MVF Board members.

### **Candidate Selection:**

- Candidates will submit an application for the program in January of each year. Candidates should include academic achievements, extra-curricular activities, awards/accolades, volunteer activities and other information pertinent to their being selected for this position.
- The Nominating Committee will review the applications at a meeting in early February, making a recommendation to the Board of two to three candidates for the position.
- The MVF Board will review the recommendation and interview the candidates at their February meeting, making a final candidate selection in closed session.
- The chosen candidate will be installed as a representative to the Board at the MVF Board Annual Meeting in March, to coincide with the newly installed Board members.



# MONTGOMERY VILLAGE FOUNDATION, INC.

10120 APPLE RIDGE ROAD  
MONTGOMERY VILLAGE, MARYLAND 20886-1000

(301) 948-0110 FAX (301) 990-7071 [www.montgomeryvillage.com](http://www.montgomeryvillage.com)

Fall 2018

Dear High School Junior:

The Montgomery Village Foundation (MVF) Board of Directors invites you to apply for the position of Student Representative. This collaborative program is intended to encourage more youth involvement and input into Montgomery Village activities and the community as a whole; to help bring a new perspective to Board decisions affecting the community; and to help build on the MVF Board's Strategic Goal of continuing partnership opportunities with Village schools.

## I. ELIGIBILITY

All high school juniors who live in Montgomery Village are eligible to apply.

## II. APPOINTMENT

The Student Representative to the Montgomery Village Foundation Board of Directors will be selected based on the following criteria:

- resident of Montgomery Village
- minimum 3.0 GPA (transcript or GPA provided by school College/Career Counselor)
- interest in government/political science/organization management/business, with extra curricular activities reflecting this interest
- letter of recommendation
- availability for monthly Board meetings (March to December), annual Board Retreat (May/June) and Summer Internship (June to August)

## III. APPLICATION PROCESS

Complete the application by printing legibly in black ink or by typing. All information on the application is strictly confidential. Use only the forms provided, or copies thereof, limiting your response to the space provided. Write thoughtfully about your personal and educational goals on page one and fully complete the chart regarding academic achievements, extra-curricular activities, awards/accolades, volunteer service and other information pertinent to being selected for this position. Applications using other formats will NOT be considered. Please include one letter of recommendation from a teacher or school professional. In addition, a transcript or documentation of your GPA must be provided by your school College/Career Counselor with your application.

Applications may be returned to MVF via hand-delivery; mailed to MVF Nominating Committee, c/o Montgomery Village Foundation, Inc., 10120 Apple Ridge Road, Montgomery Village, MD 20886; or e-mailed to [mconroy@mvf.org](mailto:mconroy@mvf.org). Completed and signed applications must be received at the MVF Office by 5 p.m. sharp, **February 1, 2019**. *No exceptions.*

## IV. SELECTION PROCESS

- The Nominating Committee will review the applications at a meeting in early February, making a recommendation to the Board of two to three candidates for the position.
- The MVF Board will review the recommendation and interview the candidates at their February meeting, making a final candidate selection in closed session.
- The chosen candidate will be installed as a representative to the Board at the MVF Board Annual Meeting in March, to coincide with the newly installed Board members.

# MONTGOMERY VILLAGE FOUNDATION STUDENT REPRESENTATIVE APPLICATION

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

Briefly describe your personal and educational goals. How would this position help you accomplish these goals?

What would you hope to contribute by serving as MVF Student Representative?

\*Please use this space to describe anything else about yourself that you would like the Board to know.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I authorize \_\_\_\_\_ to participate in this program and verify that the information in this application is accurate to the best of my knowledge.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

<b>Activity</b>	<b>High School Freshman to Junior Year</b>
<b>Academic Honors, Awards, Recognitions</b>	
<b>School Clubs Active Participant</b>	
<b>Leadership</b> ➤ <b>School</b> ➤ <b>Community</b>	
<b>Other Activities/ Jobs/ Volunteer Activities</b>	